

**IDAHO BOARD OF EXAMINERS OF RESIDENTIAL CARE FACILITY
ADMINISTRATORS**

Division of Occupational and Professional Licenses

P.O. Box 83720
Boise, ID 83720-0063

Board Meeting Minutes of 5/3/2022

BOARD MEMBERS PRESENT: Robert "Chuck" Bosen - Chair
Kristen E Hyde
Jerry Parmeley
Mary Zarybnisky

DIVISION STAFF: Anne Lawler, Bureau Chief
Kent Absec, Licensing Program Manager
John Price, Investigative Unit Manager
Nicholas Crema, General Counsel
Cesley Metcalfe, Board Support Supervisor
Emily Rough, Board Support Specialist

OTHERS PRESENT: Tom Moss, Idaho Dept. of Health & Welfare
Tammy Perkins, Capital City Consulting

The meeting was called to order at 9:00 AM MDT by Anne Lawler.

INTRODUCTIONS

Ms. Lawler introduced Division staff and Board members introduced themselves. Jerry Parmeley introduced himself as a new Board member. Tom Moss introduced himself as the supervisor for the Residential Assisted Living Facilities Program of the Idaho Department of Health and Welfare.

BOARD CHAIR ELECTIONS

Ms. Hyde made a motion to elect Mr. Bosen as the Board chair. It was seconded by Ms. Zarybnisky. Motion carried.

PUBLIC COMMENT

Mr. Moss informed the Board of the struggles that the industry has had with staffing due to the COVID-19 pandemic.

BOARD BUSINESS

The Board discussed its current application approval process and options for delegating tasks to Division staff. Ms. Hyde made a motion to designate Mr. Parmeley to review and approve applications for licensure and for provision permits, including those with criminal background activity that occurred within the past ten years. It was seconded by Ms. Zarybnisky. Motion carried.

LEGISLATIVE UPDATE

Ms. Lawler stated that the Division is putting together a report of the relevant legislation that passed during the 2022 Legislative Session. A summary will be presented at the next meeting.

DIVISION UPDATES

Ms. Lawler explained to the new Board members that eleven separate agencies were consolidated into one Division. The purpose of the consolidation was to reorganize staff and resources to create greater efficiencies and to develop consistency in application and licensing processes for the public.

Ms. Lawler also stated that the Division will be moving to its permanent building by July 1st. In-person meetings will resume once the Division has moved to the new building, but meetings will continue to offer a virtual component for Board members who are unable to travel and for public attendance.

FINANCIAL UPDATE

The Board reviewed a financial memo from the Division Administrator regarding Board finances and allocation of funds.

BOARD MEMBER TRAINING

Ms. Lawler and Ms. Metcalfe presented Board member training that explained the expectations, duties and responsibilities of the Board members and Division staff.

[COMPLAINT MEMORANDUM](#)

Mr. Price gave the investigative report, which is linked above.

FOR BOARD DETERMINATION

Mr. Parmeley made a motion to approve the Division's recommendation and authorize closure in cases I-RCA-2019-13 AND I-RCA-2019-21. It was seconded by Ms. Zarybnisky. Motion carried.

EXECUTIVE SESSION

Mr. Parmeley made a motion to enter executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code § 74-106(9). The purpose of the executive session was to consider documents relating to the fitness of an applicant to be granted a license or registration. It was seconded by Ms. Hyde. The vote was: Mr. Bosen, aye; Ms. Hyde, aye; Mr. Parmeley, aye; and Ms. Zarybnisky, aye. Motion carried.

Mr. Parmeley made a motion to leave executive session. It was seconded by Ms. Zarybnisky. Motion carried. No decisions were made in executive session.

APPLICATIONS

Mr. Parmeley made a motion to grant full licensure to RCAA-2602 and a three-month provisional license to RCAA-2623. It was seconded by Ms. Zarybnisky. Following discussion, Mr. Parmeley amended the motion to grant a three-month provisional license to RCAA-2602 and RCAA-2623. It was seconded by Ms. Zarybnisky. Motion carried.

APPROVAL OF MINUTES

Ms. Hyde made a motion to approve the minutes of 2/8/22. It was seconded by Mr. Parmeley. Motion carried.

NEXT MEETING was scheduled for July 12, 2022.

ADJOURNMENT

Mr. Bosen adjourned the meeting at 11:02 AM MDT.